

Tool & Calendar Right Access Report

Last Modified on 10/22/2022 10:10 am CDT

Prerequisites | Understanding Tool Options | Understanding the Tool & Calendar Report | Generating the Tool and Calendar Access Report

Classic View: System Administration > User Security > Reports > Tool and Calendar Right Access

Search Term: Tool and Calendar Right Access

The Tool and Calendar Right Access Report allows you to view a list of all users or user groups who have been granted tool rights for a specific tool and/or rights to a particular calendar.

Tool & Calendar Right Access ☆ User Management > Reports > Tool & Calendar Right Access		
Tool & Calendar	Right Access Report	
This report displays a list of users or groups who have been granted the specified tool or calendar right access.		
Tool	Select a Tool	v
Calendar	Select a Calendar	
Rights		
Exclude Disabled Accounts		
Output	User Accounts V	
Format	PDF T	
Generate Report		

Image 1: Tool & Calendar Right Access

Prerequisites

You must have a Product Security Role Assignment of '**Student Information System**' (see Image 2). You cannot assign tool rights for this tool.



Image 2: Assigning a Product Security Role

Infinite Campus

Understanding Tool Options

This section describes each field available on the Tool & Calendar Rights Access editor.

Tool & Calendar Right Access Report		
This report displays a list of users or groups who have been granted the specified tool or calendar right access.		
Tool	Fees × v	
Calendar	14-15 Taylor Elementary x v	
Rights	R Ø W Ø A Ø D Ø	
Output	User Accounts T	
Format	PDF T	
Generate Report		

Image 3: Tool & Calendar Editor

Field	Description
ΤοοΙ	User accounts or user groups with tool rights to the tool selected in this field are reported.
Calendar	User accounts or user groups with rights to access/view data within the calendar selected in this field are reported.



Field	Description
Rights	User accounts or user groups with these access rights for the Tool selected in the editor are reported. R = Read, W = Write, A = Add, D = Delete
Output	Determines if User Accounts or User Groups who meet report criteria are reported.
Format	Determines if the report is generated in PDF or CSV format.

Understanding the Tool & Calendar Report

The following sections describe each section of the User Account and User Group versions of the Tool & Calendar Right Access Report.

- User Account
- User Groups

User Account

The following table describes each part of the User Account version of the Tool & Calendar Right Access Report.

Area	Description	
Header	The header indicates the calendar, tool right, access rights, users who meet the criteria entered in each of these fields.	and number of
	14-15 Tool & Calendar Right Acc Taylor Elementary Tool Right: Fees Generated on 10/02/2015 09:09:31 AM Page 1 of 6	y DELETE
Role Legend	Ad Advisor FP FRAM Processor Sp S	
Role Legend	information is useful in determining if the user's role(s) material and access rights granted. Key Description Key Description Key Description Sp SS Ad Advisor FP FRAM Processor Sp SS SS SSA S BRA Behavior Response Approver H Health Su Su Su	ch the need for too
Role Legend	information is useful in determining if the user's role(s) material and access rights granted. Key Description Key Description Key Description Sp Ss Ad Advisor FP FRAM Processor Sp Ss Ss	ch the need for too



Area	Description		
Person, Employment, Account and Assignment Information	The body of the report indicates each reporting user's person, employment, user account, role and school calendar information. The Granted Access column indicates how the user acquired tool rights for the reporting tool. A value of 'User Account' means the user was assigned tool rights to the tool via the Tool Rights tab. A value of 'Student Information System' means the user has a Product Security role of 'Student Information System' and thus has rights to tool within Campus. If a user acquired rights via a user group, the name of the user group(s) will be reported in this column.		
	Name Employee # Person ID Employment Start-End Date User Account Granted Access Karen 000000 1 09/04/2007 - admin Student Information System.		
	User Account School Assignment Start-End Date Role Atherton High School 09/04/2007 - Ad Su Co FS		
	Name Employee # Person ID Employment Start-End Date User Account Granted Access Marsha 000000 1 09/04/2007 - support Student Information System, User Account		
	School Assignment Start-End Date Role Atherton High School 09/04/2007 - T Sp Pr BA		

User Groups

The following table describes each part of the User Groups version of the Tool & Calendar Right Access Report.

See the User Groups article for more information about managing user groups within Campus.

Area	Description	
Header	The header indicates the calendar, tool right, and access rights of user group who meet the criteria entered in each of these fields.	
	14-15 Taylor Elementary Generated on 10/02/2015 09:18:19 AM Page 1 of 1	Tool & Calendar Right Access Report Tool Right: Fees Calendar: 14-15 Taylor Elementary Access Rights: READ WRITE ADD DELETE Output: User Groups
User Group Information		
	000-MIS-SupportDesk 002-Fees Admin Student Information System	14 1 31



Generating the Tool and Calendar Access Report

The following sections describe different ways to generate and interpret the report.

- Viewing Users Who Have Rights for a Specific Tool
- Viewing Users Who Have Rights to Access a Specific Calendar
- Viewing Users Who Have Rights for a Specific Tool and Calendar
- Viewing User Groups with Rights for a Specific Tool
- Viewing User Groups with Rights for a Specific Tool in a Specific Calendar
- Viewing User Groups with Rights for a Specific Calendar

Viewing Users Who Have Rights for a Specific Tool

Tool Settings Report Enter values in the following fields to view which The report will detail all users who have tool users have rights to the specific tool with the and access rights for the values entered on designated access rights. the report editor. Tool & Calendar Right Access Report Tool & Calendar Right Access Report 14-15 Atherton High School Calendar: Access Rights: READ WRITE ADD DELETE Output: User Accounts (Total: 388 users) This report displays a list of users or groups who have been granted the specified tool or calendar right access 2/2015 08:44:13 AM Page 1 of Description Special Ed Self Service Supervisor Teacher Tool × • Transcript Calendar v Select a Calendar A Tool is selected, Rights RWWAD Employment Start-End Date User Account User ramirez Person ID Granted Acces Rights are marked and an Output of Output User Accounts 🔻 User Accounts is Name Aaron Person ID 1111111 Employment Start-End Date User Account 07/01/2015 - teacher00000 Granted Acces Format PDF • selected School Atherton High School Assignment Start-End Date Role 07/01/2015 - T Generate Report

Viewing Users Who Have Rights to Access a Specific Calendar

Tool Settings	Report
Enter values in the following fields to view which users have rights to the specific calendar.	The report will detail all users who have rights to view and access data within the calendar selected on the report editor.
Tool & Calendar Right Access Report This report displays a list of users or groups who have been granted the specified tool or calendar right access. Tool Select a Tool	14-15 Tool & Calendar Right Access Report Tool Right Taylor Elementary Tool & Calendar Right Access Report Tool Right Generated on 1002/2015 08-53-26 AM Page 1 of 90 Access Rights: READ WRITE ADD DBL Phy Output: User Accounts (Yotal: 593 users) The report indicates
Calendar 14.15 Taylor Elementary x x Rights R W A D Output User Accounts T Selected and an Output of User Accounts is selected.	Key Description Key Description Key Description all users with access Ad Advisor FP FRAM Processor Sp Special Ed to the specified BA Behavior Admin FP FOodservice SSA Self-Service Approver to the specified Co- Counsidor P Program Su Supervisor T teacher EBR Exclude Behavior Referral RI Response to Intervention T T teacher Calendar
Generate Report	Name Employee # Person ID Employment Start-End Date User Account Granted Access Carla 111111 777777 07/16/2010 - Carla 1
	Name Employee # Person ID Employment Start-End Date User Account Granted Access Jennifer 777777 111111 07/10/2007 - Jennifer3
	School Assignment Start-End Date Role Jefferson County District Office 10/03/2012 -



Viewing Users Who Have Rights for a Specific Tool and Calendar

Tool Settings Report Enter values in the following fields to view which users have tool and access rights to the specific tool in the designated calendar. Tool & Calendar Right Access Report 14-15 Taylor Elementary This report displays a list of users or groups who have been granted the specified tool or calendar right access Tool xv Fees behavior Admin Behavior Response Appre Counselor FS H Pr Calendar 14-15 Taylor Elementary x v Rights Name RVVAVDV School Atherton High School Output User Accounts 🔻 Tool, Calendar, and Rights are marked and Format PDF T an Output of User Name Marsha Employee # Accounts is selected. Generate Report

The report will detail all users who have tool and access rights for the calendar entered on the report editor.



Viewing User Groups with Rights for a Specific Tool

which user groups have tool and access rights to	he report will detail all user groups who have ool and access rights for the tool entered on ne report editor.
Tool Fees × ▼ Calendar Select a Calendar ▼ Rights R ♥ W ♥ A ♥ D ♥ Tool and Rights are marked and an Output 0 User	General on 10402015 094907 AM Pege I of 1

Viewing User Groups with Rights for a Specific Tool in a Specific Calendar



Tool Settings Report Enter values in the following fields to view which The report will detail all user groups who user groups have tool and access rights for the have tool and access rights for the tool and specified tool in the designated calendar. calendar entered on the report editor. Tool & Calendar Right Access Report Tool & Calendar Right Access Report 14-15 Taylor Elementary This report displays a list of users or groups who have been granted the specified tool or calendar right access. Calendar: 14 Access Rights: ntary ADD DELETE on 10/02/2015 09:54:13 AM Page 1 of 1 Tool ×v Fees Group Name 00D-MIS-SupportDesk 00Z-Fees Admin Student Information Sys User Count The report indicates all user groups (and how many users within each group) have the Tool, Calendar, and Access Rights specified on the report editor. Calendar x v 14-15 Taylor Elementary Rights User Groups V Tool, Calendar, and Output Rights are marked and an Output of User Format PDF 🔻 Groups is selected. Generate Report

Viewing User Groups with Rights for a Specific Calendar

Tool Settings	Report	
Enter values in the following fields to view which user groups grant access rights for the specified calendar.	The report will detail all user groups who grant access rights for the calendar entered on the report editor.	
Tool Select a Tool v Calendar 15-16 High School v	IS-16 High School Generated en 10/ISD013 10:89:07 AM Page 1 of 10 Generated en 10/ISD013 10:89:07 AM Page 1 of 10 Group Name OSS-Principal-HS 005-Teacher-HSMS 005-Teacher-HSMS 10 005-Teacher-HSMS 10 005-Teacher-HSMS 10 005-Teacher-HSMS 10 005-Teacher-HSMS 10 005-Teacher-HSMS 10 10 10 10 10 10 10 10 10 10	
Rights R W A D Output User Groups Calendar and Output is selected. Format PDF Calendar and Output is selected.	005-Counsider-HG 19 Users access rights to 005-Counsider NLE 11 the calendar selected on 005-Rounder SLR 12 the calendar selected on 005-Rounder SLR 64 the report editor. 005-SPrincipale MS 5 5	